



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Staff Services Manager I (Specialist)

Monthly Salary: \$5,079 - \$6,127

One Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-4800-004

Refer to Job ID# J09-024

Final Filing Date: February 16, 2010

The Managed Risk Medical Insurance Board is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on this Job Opportunity Bulletin.

General Statement of Duties:

Under general direction, the Staff Services Manager I (Specialist) is responsible for tracking, analyzing and coordinating staff to provide input into the analysis of legislation for the Managed Risk Medical Insurance Board. This position coordinates time-sensitive projects and handles confidential information, and performs a wide variety of duties, including providing assistance and support to the Deputy Director and other Executive Staff for meetings with legislators and legislative staff, and making presentations to the Board. The position requires excellent writing and analytical ability to represent the Board appropriately in relationships with legislative and agency staff, other governmental entities, stake holders, media and other interested parties.

Track Legislation and Assess Impact. Track all bills introduced or amended in the Legislature to determine potential impact on MRMIB programs and administration. Monitor the progress of bills through the Legislature. Inform and involve appropriate MRMIB staff as bills are amended to ensure that MRMIB's bill analyses and positions accurately reflect the effect of the bills on MRMIB's programs and stakeholders.

Coordinate Legislative Analysis. Review and analyze all legislative bills assigned by the Deputy Director that affect MRMIB benefits and programs. Coordinate input from all divisions of MRMIB to develop and draft formal bill analyses. Provide input, assistance and support to Deputy Director and other Executive staff to prepare for negotiations with legislative staff and others concerning pending legislation. Assist in developing MRMIB's positions on legislations.

Coordinate Legislative Communication. Prepare monthly legislative Board agenda items and deliver oral report on legislation to the Board. Present MRMIB staff analyses at Board meetings. Provide assistance and support to Deputy Director and other Executive staff in communications on MRMIB's positions on, and concerns about, legislation through bill analyses and through technical assistance, including proposed bill amendments, letters, and discussions with legislative authors' offices and other state agencies. Provide assistance and support to the Deputy Director and other Executive staff who participate in meetings with legislators and their staff, the California Health and Human Services

Agency, the Governor's Office and MRMIB stakeholders. Develop and maintain a network and regular communications with sister agencies focusing on legislation that may affect joint interests.

Coordinate Legislative Proposals. Assist MRMIB Executive staff develop annual legislative proposals. Provide assistance and support, as needed, to Executive staff in negotiations with legislative staff and others concerning Board-sponsored proposals.

Other communication with media and other outside entities: Respond to requests from Legislative staff for information, for technical assistance from outside entities, including the Governor's Office and the California Health and Human Services Agency and Public Record Act requests. Coordinate MRMIB's responses to requests for constituent assistance from legislators' offices. Communicate and coordinate with other departments around legislative agendas. Participate in, and provide input on, special projects, as assigned. Coordinate Public Record Act requests made to MRMIB.

ESSENTIAL QUALIFICATIONS:

Ability to create and manage computer databases, including use of Microsoft, Excel, Access, and/or Outlook or ability to learn to do these tasks. Demonstrated ability to communicate effectively, verbally and in writing, including able to write board reports, legislative assessments, professional letters and/or memoranda using Microsoft Word. Ability to establish and maintain effective working relationships with others. Knowledge of state government. Ability to understand, and describe insurance program issues, including some level of complexity. Ability to multi-task and meet tight deadlines. Demonstrate ability to work independently on complex or sensitive issues.

OTHER EXPECTATIONS:

Demonstrate commitment to perform duties in a service-oriented manner. Demonstrate commitment to maintain a work environment free from discrimination and sexual harassment. Maintain good work habits and adheres to all policies and procedures.

SPECIAL REQUIREMENTS:

This position is subject to financial disclosure under the Board's Conflict of Interest Code.

Who May Apply:

Individuals at the Staff Services Manager I (Specialist) level or who have list or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In Section 12 of the application enter **Job ID# J09-024 and Position # 443-300-4800-004 and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: February 16, 2010. If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.